```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     MM/DD/YY
    ND5102MA / ND5102PA              RECEIPT TRANSACTION - T02        HH:MM:SS
                                            REC                      XXXXX

  Prop Case No: 804101 1114S018          Item ID: 01           Current Qty: 1
  Local Ref No:                                  Turn-In Doc No:
  Item Name/Desc: PRINTER                             /
  ECN:                          Y2K STATUS                      : A4
  Current  |                                           |
  Compone  |     Status Code:  Y  'Y' = Y2K Compliant  |    C Code: 7021
  =======  |                      'N' = Not Y2K Compliant  |  ================
  Mfg's N  |                      'U' = Unknown Status   |
  Model N  |                                           |    _____
  Warehou  |     Certifier's                           |    **
  Adj -    |     Name: _____    |    ___
  Item Na  |_____|    ********  Std:
  Cap Sen                                               s Metals Code: A
  Adj Desc: _____  More: _
  Print Doc (Y/N): N                   GSA Rpt Date:    /    /
  Next Prop Case No:      _____     Next Item ID: __        Retain (Y/N): _
  Navigation: _____
  Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV  RVW   CNCL                 CLEAR             EXIT
```

INPUT DATA

- Status Code   Input value = Y, N, or U

- Certifier's Name

- Press <**ENTER**>. NPDMS then displays the RECEIPT TRANSACTION (ND5102MB) screen.
  If you enter **C** to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA).

- NPDMS then returns to the RECEIPT TRANSACTION (ND5102MA) screen and displays the
  message *'N Entry Reference Number Assigned is: N10'.* The user may enter the Next Case No
  and optionally the Next Case No. The case record is updated with the receipt data and the
  following transactions are generated: an A02 (Adjustment) if adjustment data is entered and a
  T02 Receipt.

4.8.5 Transaction Processing For Sales

The Transaction subsystem provides the capability to record Sales of NASA Property on the
NPDMS Data Base using the following process:

1.   The cases are assigned to a lot;

2.   The bidders' information is stored in the data base for Sealed Bids; and

3.   An award is made and recorded.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS Main Menu (NDO000MB), type 5 at Enter Selection to access the Transaction Menu.

- Press **<Enter>**.

The Transaction menu (ND5000MA) screen is displayed.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND5000MA / ND5000PA               TRANSACTION MENU                17:26:15
                                       TX                         MSXXX
                    Selections:

    1  Add                           8  Reversal
    2  Change                        9  Convert Case to Component
    3  Delete                       10  Convert Component to Case
    4  Receipt                      11  Enter SRD and GSA Control No
    5  Sales                         ?  In any field for Help
    6  Exchange (Trade-In)           .  Exit Transaction Process
    7  Freezes and Dispositions
       (Includes Scrap and Surveys)


    Enter Selection: __
    Prop Case No:    804101 _____            Item Id: __
    ECN:            _____              Cust Acct No: _____
    ERN:            _____  (For Reversal only)
    Trans Id:       ____       (Process Final Disposition w/o Freeze)

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV  RVW   CNCL                CLEAR           EXIT
```

INPUT DATA

- Enter Selection   input value = **5**

- Press **<Enter>**.

- The SALES PROCESS MENU (ND4900MA) is displayed.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
   ND4900MA / ND4900PA           SALES PROCESS MENU               17:27:06
                                       SA                         MSXXX

                    1  Add - Sale
                    2  Change - Sale
                    3  Enter Sealed Bids (Local Sale Only)
                    4  Change Sealed Bids (Local Sale Only)
                    5  Add - Awardee
                    6  Change - Awardee (Sealed Bid Local Sale)
                    7  Close Lot (Sealed Bid Local Sale)
                    8  Single Case Sale
                    9  Cancel/Reschedule - Sale
                   10  Reversal - Sale


          Enter Selection:  __   Select Selling Agent:  LOCAL _   GSA _

   Contract Prop Removal Date:  __ __ ____     Payment Due Date:  __ __ ____
              Sale No of Prop:  _____     Lot No of Prop:  ____
                Prop Case No:  804101 _____         Item Id:  __
   Navigation: _____
   Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
          HELP  LOPF  PREV        CNCL                  CLEAR              EXIT
```

INPUT DATA

- Enter Selection   input value = **1 - 10**

- Select Selling Agent

- Local   input value = **Y** or **blank**

- GSA   input value = **Y** or **blank**

- Contract Prop Removal Date   input format = **MM/DD/YYYY**

- Payment Due Date   input format = **MM/DD/YYYY**

- Sale No of Prop (optional)

- Lot No of Prop (optional)

- Prop Case No (optional)

- Item Id (optional)

NOTE: The above fields that are listed as optional may be mandatory depending on the selection and the selling agent. Mandatory and optional field details are stated in the specific sales processes that follow this section.

4.8.5.1 Add A New Sale

This process allows the user to create a new lot or add cases to an existing lot for a specific Sale Number of Property being sold by GSA or NASA.

NOTE: Disposition of property transferred to GSA for further disposal processing (T12 transaction), not sale, is recorded in NPDMS.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

The process is broken down into three steps: (1) the Case Numbers and Item Ids are entered and verified; (2) the Sale Quantities are entered and verified; and (3) the upset price is entered.

- From the SALES PROCESS MENU (ND4900MA), type **1** at Enter Selection; **X** at Local or **X** at GSA; Contract Prop Removal Date; Payment Due Date; if GSA Sale, type the Sale No of Prop and Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the ADD SALE PROCESS screen (ND4910MA), and places the cursor at the first input field.

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4910MA / ND4910PA              ADD SALES PROCESS          17:28:41
                                       SA                   MSXXX

Sale No of Prop:            Lot No of Prop:      Sale Date: __  __  ___
Approved by (Sale Contracting Officer): _____
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #  Id Avail  Sale    Case #  Id Avail  Sale    Case #  Id Avail  Sal
            Qty    Qty                Qty    Qty                Qty    Qty

 _____ __  _____   _____ __  _____   _____ __   _____
 _____ __  _____   _____ __  _____   _____ __   _____
 _____ __  _____   _____ __  _____   _____ __   _____
 _____ __  _____   _____ __  _____   _____ __   _____
 _____ __  _____   _____ __  _____   _____ __   _____
 _____ __  _____   _____ __  _____   _____ __   _____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:          Upset Price: _____  Add More Cases: _

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                      CLEAR        EXIT
```

INPUT DATA

- Sale Date   input format = **MM/DD/YYYY**

- Approved by

    — (Sale Contracting Officer)

    — Case #

    — Id (only for Component Systems)

- Sale Method   input values = **1**, **2**, **3**, **4** or **5**

- Press **<Enter>**.

- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Sale Quantity May Be Adjusted for Each Case Number Added'.*

Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered, and calculates and displays the Total Acq Cost. The user may change the displayed sale quantity.

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4910MA / ND4910PA              ADD SALES PROCESS          17:28:48
                                      SA                    MSXXX

Sale No of Prop:            Lot No of Prop:      Sale Date: __  __  ___
Approved by (Sale Contracting Officer): _____
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #  Id Avail  Sale     Case #  Id Avail  Sale    Case #  Id Avail  Sal
            Qty    Qty                 Qty    Qty                Qty    Qty

 _____ __  ____    _____ __  ____    _____ __  ____
 _____ __  ____    _____ __  ____    _____ __  ____
 _____ __  ____    _____ __  ____    _____ __  ____
 _____ __  ____    _____ __  ____    _____ __  ____
 _____ __  ____    _____ __  ____    _____ __  ____
 _____ __  ____    _____ __  ____    _____ __  ____


Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:          Upset Price: _____  Add More Cases: _

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
         HELP  LOPF  PREV       CNCL                      CLEAR         EXIT
```

INPUT DATA

- Sale Qty

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field. If a Local Sale is being added, the system generates a new sale number and lot number.

- Add More Cases   input value = **Y** or **N**

- Press **<Enter>**.

- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.

- If the user enters an **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Enter Optional Upset Price'.*

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4910MA / ND4910PA              ADD SALES PROCESS                17:28:45
                                       SA                        MSXXX

Sale No of Prop:            Lot No of Prop:         Sale Date: __  __  ___
Approved by (Sale Contracting Officer): _____
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #  Id Avail  Sale      Case #  Id Avail  Sale      Case #  Id Avail  Sal
            Qty    Qty                  Qty    Qty                  Qty    Qty

 _____ __       _____    _____ __       _____    _____ __       ____
 _____ __       _____    _____ __       _____    _____ __       ____
 _____ __       _____    _____ __       _____    _____ __       ____
 _____ __       _____    _____ __       _____    _____ __       ____
 _____ __       _____    _____ __       _____    _____ __       ____
 _____ __       _____    _____ __       _____    _____ __       ____


Sale Method: _   (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:            Upset Price: _____   Add More Cases: _

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
           HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

- Upset Price

- Add More Cases   input value = **Y** or **N**

- Press **<Enter>**.

The system creates the appropriate freeze transactions for each Case Number added. The case file record for each Case Number is updated indicating that a freeze exists.

If the user enters a Y in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA), as described above.

If the user enters a N in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
        ND4910MA / ND4910PA           ADD SALES PROCESS          17:38:25
                                            SA                    MSXXX

        Sale No of Prop: 80410120010018  Lot No of Prop: 0001   Sale Date: __  __  ___
        Approved by (Sale Contracting Officer): _____
        Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
         Case #  Id Avail Sale     Case #  Id Avail Sale     Case #  Id Avail  Sal
              +-----------------------------------------------------------+ ty  Qty
         1060C171 !                                                       !     ____
         _____ !    ND4910MB                                           !     ____
         _____ !                                                       !     ____
         _____ !  Do you wish to enter more lots for this sale (Y/N):  _ !    ____
         _____ !          For GSA Sale, Enter Next Lot No: ____          !    ____
         _____ +-----------------------------------------------------------+    ____
         _____ __     ____    _____ __     ____    _____ __     ____

        Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
        Total Acq Cost: 50000.00      Upset Price: 30.00_____   Add More Cases: N

        Navigation: _____
        Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
              HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

- • Enter More Lots for this sale   input value = **Y** or **N**

- • For GSA Sale, Enter Next Lot No

- • Press **<Enter>**.

• If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS (ND4910MA) screen is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure as outlined above.

• If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The message, '*Sale Added Successfully',* is displayed if any are added.

• Add A New Lot To An Existing Sale

• This process allows the user to Add a New Lot to an Existing Local or GSA Sale. If new lots are added after the sale date, the system displays a warning message.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

• **NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate

warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

- From the SALES PROCESS MENU (ND4900MA), type **1** at Enter Selection; **X** at Local or **X** at GSA; Sale No of Prop; and if GSA Sale, Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the ADD SALE PROCESS screen (ND4910MA), and places the cursor at the first input field.

```
                       NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
   ND4910MA / ND4910PA              ADD SALES PROCESS                 17:40:29
                                         SA                           MSXXX

   Sale No of Prop:            Lot No of Prop:        Sale Date: __ __ ___
   Approved by (Sale Contracting Officer): _____
   Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
    Case #  Id Avail  Sale     Case #  Id Avail  Sale    Case #  Id Avail  Sal
               Qty    Qty                 Qty    Qty                Qty    Qty

    _____ __        ____     _____ __        ____    _____ __        ____
    _____ __        ____     _____ __        ____    _____ __        ____
    _____ __        ____     _____ __        ____    _____ __        ____
    _____ __        ____     _____ __        ____    _____ __        ____
    _____ __        ____     _____ __        ____    _____ __        ____
    _____ __        ____     _____ __        ____    _____ __        ____
    _____ __        ____     _____ __        ____    _____ __        ____


   Sale Method: _   (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
   Total Acq Cost:              Upset Price: _____  Add More Cases: _

   Navigation: _____
   Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
          HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Case #

- Id (only for Component Systems)

- Press **<Enter>**.

- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message '*Sale Quantity May Be Adjusted for Each Case Number Added And The Total Acq Cost'.*

- Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered. The user may change the displayed sale quantity.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
     ND4910MA / ND4910PA                ADD SALES PROCESS          17:40:25
                                              SA                   MSXXX

     Sale No of Prop:            Lot No of Prop:        Sale Date: __  __  ___
     Approved by (Sale Contracting Officer): _____
     Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
      Case #   Id Avail  Sale      Case #   Id Avail  Sale     Case #   Id Avail  Sal
               Qty  Qty                     Qty  Qty                    Qty  Qty
      _____ __    _____    _____ __    _____     _____ __    _____
      _____ __    _____    _____ __    _____     _____ __    _____
      _____ __    _____    _____ __    _____     _____ __    _____
      _____ __    _____    _____ __    _____     _____ __    _____
      _____ __    _____    _____ __    _____     _____ __    _____
      _____ __    _____    _____ __    _____     _____ __    _____
      _____ __    _____    _____ __    _____     _____ __    _____

     Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
     Total Acq Cost:           Upset Price: _____   Add More Cases: _

     Navigation: _____
     Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
           HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Qty

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field. If a New Lot is being added to an Existing Local Sale, the system generates the next sequential lot number.

- Add More Cases   input value = **Y** or **N**

- Press **<Enter>**.

- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.

- If the user enters a **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Enter Optional Upset Price'*.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
    ND4910MA / ND4910PA                 ADD SALES PROCESS         17:40:28
                                             SA                   MSXXX

    Sale No of Prop:            Lot No of Prop:        Sale Date: __  __  ___
    Approved by (Sale Contracting Officer): _____
    Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
     Case #  Id Avail  Sale    Case #  Id Avail  Sale    Case #  Id Avail  Sal
                Qty    Qty                 Qty    Qty                 Qty   Qty

     _____ __       ____    _____ __       ____    _____ __       ____
     _____ __       ____    _____ __       ____    _____ __       ____
     _____ __       ____    _____ __       ____    _____ __       ____
     _____ __       ____    _____ __       ____    _____ __       ____
     _____ __       ____    _____ __       ____    _____ __       ____
     _____ __       ____    _____ __       ____    _____ __       ____

    Sale Method: _   (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
    Total Acq Cost:            Upset Price: _____   Add More Cases: _

    Navigation: _____
    Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
          HELP  LOPF  PREV        CNCL                    CLEAR           EXIT
```

INPUT DATA

- Upset Price

- Add More Cases   input value = **Y** or **N**

- Press **<Enter>**.

- The system creates the appropriate freeze transaction for each Case Number entered for the sale. The case file record for each Case Number is updated indicating that a freeze transaction exists.

- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA), as described above.

- If the user enters a **N** in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                17:45:43
                                         SA                         MSXXX

Sale No of Prop: 80410120010019 Lot No of Prop: 0001   Sale Date: __  __  ___
Approved by (Sale Contracting Officer): _____
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #  Id Avail  Sale     Case #  Id Avail  Sale     Case #  Id Avail  Sal
        +--------------------------------------------------------+ ty   Qty
 5221S064 !                                                      !      ____
 _____ !  ND4910MB                                            !      ____
 _____ !                                                      !      ____
 _____ !  Do you wish to enter more lots for this sale (Y/N): _ !    ____
 _____ !         For GSA Sale, Enter Next Lot No: ____        !      ____
 _____ +--------------------------------------------------------+    ____

 _____ __     ____      _____ __    ____      _____ __    ____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 696.00        Upset Price: 25.00_____   Add More Cases: N

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
         HELP  LOPF  PREV        CNCL                       CLEAR        EXIT
```

INPUT DATA

- More Lots for this sale   input value = **Y** or **N**

- For GSA Sale, Enter Next Lot No

- Press **<Enter>**.

- If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS screen (ND4910MA) is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure, as outlined above.

- If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The system displays the *'Lots Successfully Added To Sale A14'* message.

4.8.5.1.1 Add Additional Cases To An Existing Sale

This process allows the user to Add Additional Case Numbers to an Existing Local or GSA Sale. If new cases are added after the sale date, the system displays a warning message.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

- From the SALES PROCESS MENU (ND4900MA), type 1 at Enter Selection, X at Local or X at GSA; Sale No of Prop; and, Lot No of Prop.

- Press <Enter>. NPDMS displays the appropriate data on the ADD SALE PROCESS (ND4910MA) screen, and places the cursor at the first input field.

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4910MA / ND4910PA              ADD SALES PROCESS          17:48:15
                                        SA                  MSXXX

Sale No of Prop:            Lot No of Prop:       Sale Date: __  __  ___
Approved by (Sale Contracting Officer): _____
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
  Case #   Id Avail  Sale     Case #   Id Avail  Sale     Case #   Id Avail  Sal
           Qty  Qty                    Qty  Qty                    Qty  Qty

 _____ __    ____    _____ __    ____    _____ __    ____
 _____ __    ____    _____ __    ____    _____ __    ____
 _____ __    ____    _____ __    ____    _____ __    ____
 _____ __    ____    _____ __    ____    _____ __    ____
 _____ __    ____    _____ __    ____    _____ __    ____
 _____ __    ____    _____ __    ____    _____ __    ____
 _____ __    ____    _____ __    ____    _____ __    ____

Sale Method: _   (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:            Upset Price: _____  Add More Cases: _

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                      CLEAR         EXIT
```

INPUT DATA

- Case #

- Id (only for Component Systems)

- Press **<Enter>**.

- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message '*Sale Quantity May Be Adjusted for Each Case Number Added'.*

- Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered. The user may change the displayed sale quantity.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
       ND4910MA / ND4910PA              ADD SALES PROCESS           17:48:14
                                             SA                      MSXXX

       Sale No of Prop:            Lot No of Prop:      Sale Date: __ __ ___
       Approved by (Sale Contracting Officer): _____
       Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
        Case #  Id Avail  Sale     Case #  Id Avail  Sale     Case #  Id Avail  Sal
                   Qty    Qty                 Qty    Qty                  Qty    Qty

        _____ __        ____     _____ __        ____     _____ __        ____
        _____ __        ____     _____ __        ____     _____ __        ____
        _____ __        ____     _____ __        ____     _____ __        ____
        _____ __        ____     _____ __        ____     _____ __        ____
        _____ __        ____     _____ __        ____     _____ __        ____
        _____ __        ____     _____ __        ____     _____ __        ____

       Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
       Total Acq Cost:           Upset Price: _____  Add More Cases: _

       Navigation: _____
       Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
             HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Qty

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field.

- Add More Cases   input value = **Y** or **N**

- Press **<Enter>**.

- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.

- If the user enters a **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Enter Optional Upset Price'.*

```
                         NASA  PROPERTY  DISPOSAL  MANAGEMENT  SYSTEM        03/01/01
        ND4910MA / ND4910PA                  ADD SALES PROCESS              17:48:18
                                                  SA                         MSXXX

        Sale No of Prop:              Lot No of Prop:       Sale Date: __  __  ___
        Approved by (Sale Contracting Officer): _____
        Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
         Case #   Id Avail  Sale     Case #   Id Avail  Sale     Case #   Id Avail  Sal
                  Qty  Qty                     Qty  Qty                     Qty  Qty

         _____ __     ____     _____ __     ____     _____ __     ____
         _____ __     ____     _____ __     ____     _____ __     ____
         _____ __     ____     _____ __     ____     _____ __     ____
         _____ __     ____     _____ __     ____     _____ __     ____
         _____ __     ____     _____ __     ____     _____ __     ____
         _____ __     ____     _____ __     ____     _____ __     ____
         _____ __     ____     _____ __     ____     _____ __     ____

        Sale Method: _   (1=Sealed Bid,  2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
        Total Acq Cost:              Upset Price: _____   Add More Cases: _

        Navigation: _____
        Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
               HELP  LOPF  PREV        CNCL                      CLEAR          EXIT
```

INPUT DATA

- Upset Price

- Add More Cases   input value = **Y** or **N**

- Press **<Enter>**.

- The system creates the appropriate freeze transactions for each Case Number entered for the sale. The case file record for each Case Number is updated indicating that a freeze transaction exists.

- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the Add Sale Process screen, as described above.

- If the user enters a **N** in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
   ND4910MA / ND4910PA              ADD SALES PROCESS            17:52:35
                                         SA                       MSXXX

   Sale No of Prop: 80410120010020 Lot No of Prop: 0001   Sale Date: __  __  ___
   Approved by (Sale Contracting Officer): _____
   Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
    Case #  Id Avail  Sale    Case #  Id Avail  Sale    Case #  Id Avail  Sal
         +----------------------------------------------------------+ ty   Qty
    1060C171 !                                                      !      ____
    _____ !  ND4910MB                                            !      ____
    _____ !                                                      !      ____
    _____ !  Do you wish to enter more lots for this sale (Y/N): _ !    ____
    _____ !         For GSA Sale, Enter Next Lot No: ____         !    ____
    _____ +----------------------------------------------------------+   ____

    _____ __     ____    _____ __     ____    _____ __    ____

   Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
   Total Acq Cost: 12500.00      Upset Price: 20.00_____   Add More Cases: N

   Navigation: _____
   Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
          HELP  LOPF  PREV       CNCL                      CLEAR        EXIT
```

INPUT DATA

- Enter More Lots For This Sale   input value = **Y** or **N**

- For GSA Sale, Enter Next Lot No

- Press **<Enter>**.

- If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS screen (ND4910MA) is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure, as outlined above.

- If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The system displays the *'Lots Successfully Added To Sale A14'* message.

4.8.5.2 Change Sale

This process allows the user to perform the following for a specific Sale Number of Property that is being sold by GSA or NASA:

- Change a Lot

- Remove Lot from Sale (due to Default or No Bids)

- Remove Case Numbers from Lot

- Change Case Number Quantities.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

4.8.5.2.1 Remove Lot from Sale

This process allows the user to perform the associated functions for generating a Remove Lot From Sale due to defaults, no bids, and/or withdrawals/deletes to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

• From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection; Sale No of Prop.

• Press **<Enter>**. NPDMS displays the appropriate data (Lot Numbers for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS              17:58:32
                                        SA                        MSXXX

Sale No of Prop: 80410120010021          Sale Date: __ __ ____
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    _  0001          _            _            _            _
    _                _            _            _            _
    _                _            _            _            _
    _                _            _            _            _
    _                _            _            _            _
    _                _            _            _            _
    _                _            _            _            _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __ __ ____ Payment Due Date: __ __ ____ More Lots:
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
           HELP  LOPF  PREV        CNCL        PGUP  PGDN                EXIT
```

INPUT DATA

- Sale Date   input format = **MM/DD/YYYY**

- Select the Lot(s) you wish to Change,

    — Withdraw, remove due to

    — Defaults, or remove due to

    — No Bids   input values = **C**, **W**, **D**, or **N**

- Sale Method   input values = **1**, **2**, **3**, **4** or **5**

- Contr Prop Remvl Date   input format = **MM/DD/YYYY**

- Payment Due Date   input format = **MM/DD/YYYY**

- More Lots   input value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If **Y** is displayed in the More Lots field, the system scrolls forward, displaying additional lots.

- If **N** is displayed in the More Lots field and no change has been made, the system returns the user to the SALES PROCESS MENU (ND4900MA).

- If the Sale Date or Sale Method is changed, the system requires a Description of Adjustments to be entered. The following pop-up window (ND4970MB) is displayed:

```
                    NASA  PROPERTY  DISPOSAL  MANAGEMENT  SYSTEM        03/01/01
ND4920MA / ND4920PA              CHANGE  SALE  PROCESS               17:58:33
                                      SA                              MSXXX

Sale No  +--------------------------------------------------------------+
Select ( !                                                              !
Select ( ! ND4970MB                                                     !
Select ( !                                                              !
Select ( !    Sale Adjustments have been made.                         !
   _  0 !    Description of Adjustments is required.                    !
   _    !                                                               !
   _    ! ************************************************************* !
   _    ! _____ !
   _    ! _____ !
   _    ! _____ !
   _    !                                                               !
   _    !             Enter 'C' to Cancel:  _                           !
        +--------------------------------------------------------------+
Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __ __ ____ Payment Due Date: __ __ ____ More Lots:
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Description of Adjustments is Required

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**.

- If a Description of Adjustments is entered for the modified Sale Date and/or Sale Method, or the Contr Prop Rmvl Date or Payment Due Date is modified, all freeze transaction records pertaining to the Sale are updated with the new information. If **C** to cancel is entered, then the system displays the (ND4920MA) CHANGE SALE PROCESS screen.

- For each Lot Number selected to be removed due to defaults, no bids, and/or withdrawals/deletes, the system requires confirmation before removing the lot from the Sale. The following pop-up window, (ND4920MC), is displayed.

```
PRESS 'ENTER' TO CONTINUE
                       NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4920MA / ND4920PA                CHANGE SALE PROCESS               18:11:06
                                        SA                           MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  02  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    w  0001        _           _            _           _
    _   +--------------------------------------------+
    _   !                                            !
    _   !  ND4920MC                                  !
    _   !            Lot No of Prop:  0001           !
    _   !  Please enter 'Y' to Confirm Delete/Defaults/ !
    _   !         No Bids or 'C' to Cancel: _        !
    _   +--------------------------------------------+

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____  More Lots:
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV         CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Lot No of Prop

- Confirm Delete/Defaults/No Bids
  or 'C' to Cancel   input value = **Y** or **C**

- Press **<Enter>**.

- If **Y** is entered, the system updates the freeze transaction records for every Case Number within the lot with the type of removal as indicated by the Select entry. The system also resets the freeze indicator on each Case Number's case file record if no other freeze transactions exist.

- The user is returned to the CHANGE SALE PROCESS screen (ND4920MA), with the changed fields populated with the new information and the message *'Lots Successfully Changed'* is displayed.

- The removal process continues until the user enters **N** in the More Lots field on the CHANGE SALE PROCESS screen (ND4920MA).

4.8.5.2.2 Remove Case Numbers From Lot

This process allows the user to perform the associated functions for generating a Remove Case Numbers from Lot to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection and Sale No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data (Lot Number for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS            18:12:16
                                      SA                        MSXXX

Sale No of Prop: 80410120010021          Sale Date: 03 02 2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    _  0001       _          _          _          _
    _             _          _          _          _
    _             _          _          _          _
    _             _          _          _          _
    _             _          _          _          _
    _             _          _          _          _
    _             _          _          _          _
    _             _          _          _          _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __ __ ____ Payment Due Date: __ __ ____ More Lots:
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Sale Date   input format = **MM/DD/YYYY**

- Select the Lot(s) you wish to
  Change   input value = **C**

- Sale Method   input value = **1**, **2**, **3**, **4**, or **5**

- Contr Prop Remvl Date   input format = **MM/DD/YYYY**

- Payment Due Date   input format = **MM/DD/YYYY**

- More Lots   input value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If **Y** is entered at More Lots, the system scrolls forward displaying more lots, if available.

- For each Lot Number selected to be changed, the system displays a pop-up window (ND4920MF).

```
                     NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA            CHANGE SALE PROCESS                  18:06:44
                                    SA                              MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  02  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
   c  000 +----------------------------------------------------+
   _      !                                                    !
   _      ! ND4920MF                                           !
   _      !                  Prop Lot No:  0001                !
   _      !                                                    !
   _      ! Do you wish to Delete Case(s) from the lot (Y/N): _ !
   _      +----------------------------------------------------+
   _           _         _          _           _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Delete Cases from Lot   input value = **Y** or **N**

- Press **<Enter>**.

- If **N** is entered, the system advances to the CHANGE SALE PROCESS screen (ND4910MA) to change case quantities.

- If **Y** is entered, the system displays the CHANGE SALE PROCESS SCREEN 2 (ND4920MB) with appropriate data fields populated, as follows:

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4920MB / ND4920PB          CHANGE SALE PROCESS SCREEN 2          18:14:06
                                                                    MSXXX

Sale No of Prop: 80410120010021  Lot No of Prop: 0001   Sale Date: 03 02 200

Select (using 'D') the case(s) you wish to Delete from this lot.

  _   1060C171  02   _                 _                 _
  _                  _                 _                 _
  _                  _                 _                 _
  _                  _                 _                 _
  _                  _                 _                 _
  _                  _                 _                 _
  _                  _                 _                 _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 60000.00                      Upset Price: 30.00
Contract Prop Removal Date:            Payment Due Date:
                                                          More Cases:
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
         HELP  LOPF  PREV        CNCL        PGUP  PGDN                  EXIT
```

INPUT DATA

- Select the case(s) you wish to
  Delete from this Lot   input value = **D**

- More Cases   input value = **Y** or **N**

- Press **<Enter>**.

- If **Y** is entered at More Cases, the system displays additional Case Numbers associated with the Lot, if any exist.

- If **N** is entered at More Cases, the system returns the user to the SALES PROCESS MENU screen (ND4900MA).

- For each Case Number selected, the system requires the user to confirm its deletion. The system displays the following pop-up window (ND4920MD).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4920MB / ND4920PB           CHANGE SALE PROCESS SCREEN 2          18:14:02
                                                                   MSXXX

Sale No of Prop: 80410120010021  Lot No of Prop: 0001   Sale Date: 03 02 2001

Select (using 'D') the case(s) you wish to Delete from this lot.

  _   1060C171  02    _                    _                   _
  _                 ┌─────────────────────────────────────────────────────┐
  _                 │ND4920MD                                              │
                    │                         Prop Case No:                │
                    │         Please enter 'Y' to Confirm Delete or        │
                    │                   'C' to Cancel: _                    │
                    │                                                      │
                    │                                                      │
                    └─────────────────────────────────────────────────────┘

         _                    _                 _
 Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Please enter 'Y' to Confirm Delete
  or 'C' to Cancel   input value = **Y** or **C**

- Press **<Enter>**.

- If **Y** is entered, the system re-displays the CHANGE SALE PROCESS SCREEN 2
  (ND4920MB) with the message *'Lot Successfully Changed'*. NPDMS thaws (updates) the
  frozen transaction record for the specific Case Number and resets the freeze indicator on
  each Case Number's case file record if no other freeze transactions exist.

- If **C** is entered, the system processes the next Case Number selected.

- The process continues until the user enters **N** in the More Cases field.

- If **N** is entered at the More Lots field, the system returns the user to the CHANGE SALE
  PROCESS (ND4920MA) screen with the message *'Press 'Enter' To Continue.'* If the user
  presses **<Enter>**, the system displays the SALES PROCESS MENU (ND4900MA).

4.8.5.2.3 Change Case Number Quantities

This process allows the user to perform the associated functions for generating a Change Case
Number Quantities to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection, Sale No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data (Lot Numbers for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

```
                   NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4920MA / ND4920PA             CHANGE SALE PROCESS              18:27:09
                                        SA                      MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  02  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
   _  0001       _           _           _           _
   _             _           _           _           _
   _             _           _           _           _
   _             _           _           _           _
   _             _           _           _           _
   _             _           _           _           _
   _             _           _           _           _
   _             _           _           _           _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots: N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Sale Date   input format = **MM/DD/YYYY**

- Select the Lot(s) you wish to
  Change input value = **C**

- Sale Method   input value = **1**, **2**, **3**, **4**, or **5**

- Contr Prop Remvl Date   input format = **MM/DD/YYYY**

- Payment Due Date   input format = **MM/DD/YYYY**

- More Lots   input value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If **Y** is entered at More Lots, the system scrolls forward displaying more lots, if available.

- For each Lot Number selected to be changed, the system displays the following pop-up window (ND4920MF).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4920MA / ND4920PA                   CHANGE SALE PROCESS          18:29:24
                                   SA                              MSXXX

Sale No of Prop: 80410120010021              Sale Date: 03  03  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
   c  000 +----------------------------------------------------+
   _      !                                                    !
   _      ! ND4920MF                                           !
   _      !                 Prop Lot No:   0001                !
   _      !                                                    !
   _      ! Do you wish to Delete Case(s) from the lot (Y/N): _ !
   _      +----------------------------------------------------+
   _
   _        _         _          _           _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots: N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Delete Cases from Lot   input value = **Y** or **N**

- Press **<Enter>**.

- If **Y** is entered, the system displays the CHANGE SALE PROCESS SCREEN 2 (ND4920MB). Refer to Section 4.8.5.2.2 for details of this process.

- If **N** is entered, the system displays the CHANGE SALE PROCESS (ND4910MA) screen.

```
                  NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4910MA / ND4920PC              CHANGE SALE PROCESS              18:35:28
                                                                 MSXXX

Sale No of Prop: 80410120010021  Lot No of Prop: 0001    Sale Date: 03 03 2001
Approved by (Sale Contracting Officer): _____
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #  Id Avail  Sale     Case #  Id Avail  Sale     Case #  Id Avail  Sale
           Qty  Qty                   Qty  Qty                   Qty  Qty
 1060C171 02 25   24___    _____ __   ____    _____ __   ____
 _____ __      ____     _____ __   ____    _____ __   ____
 _____ __      ____     _____ __   ____    _____ __   ____
 _____ __      ____     _____ __   ____    _____ __   ____
 _____ __      ____     _____ __   ____    _____ __   ____
 _____ __      ____     _____ __   ____    _____ __   ____
 _____ __      ____     _____ __   ____    _____ __   ____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 60000.00       Upset Price: 30.00_____       More Cases: N

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- Sale Qty

- Upset Price

- Press **<Enter>**.

- For each Case Number quantity changed, the system updates the applicable frozen transaction record with the modified quantity. NPDMS re-displays the CHANGE SALE PROCESS (ND4110MA) screen with the message *'Lot Successfully Changed'.*

- If the user enters a **Y** in the More Cases field, the system scrolls forward, displaying additional Case Numbers, if they exist.

- If the user enters a **N** in the More Cases field, the system re-displays the CHANGE SALE PROCESS (ND4910MA) screen to allow the entry of the Upset Price.

- If the user enters a **N** in the More Cases field, the user is returned to the CHANGE SALE PROCESS (ND4920MA) screen where the system continues the Change Case Number Quantities until all selected Lots have been processed.   Once all Lots are processed and the More Cases field is **N**, the system re-displays the CHANGE SALE PROCESS (ND4920MA) with the message *'Press 'Enter' to Continue'.*

• NPDMS then displays the SALE PROCESS MENU (ND4900MA) screen.

4.8.5.3 Sales Award Process (GSA Lot Sale Or NASA Other Sale)

This process records the award of a specific Property Lot offered for sale to an individual, organization, or company.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

• From the SALES PROCESS MENU (ND4900MA), type **5** at Enter Selection, Sale No of Prop and Lot No of Prop. If the Upset Price and Contract Property Removal Date are not entered before the award, the system displays error messages. To enter the Upset Price, use the Change Sale Process. The Contract Property Removal Date may be entered on the SALES PROCESS MENU (ND4900MA) at the time of an Add or Change.

• Press **<Enter>**. NPDMS displays the appropriate data on the SALES AWARD PROCESS screen (ND4930MA), and places the cursor at the first input field.

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      05/17/02
ND4930MA / ND4930PA                SALE AWARD PROCESS             08:35:04
                                         SA                      MSKKF


Sale No of Prop: GSA155        Lot No of Prop: 0001   Sale Date: 05  17  2002
Approved by (Sale Contracting Officer): KERRIE_____
Date Bid Awarded: **  **  ****
Bidder No: _____   Last Name: _____   First: _____   MI: _
Company Name: GSA SALE_____
     Address: *****************************
             _____
        City: ********************   State: **   Zip: ***** ____
    Province: _____   Country: _____
       Phone: ( ___ ) ___ - ____
Contract Prop Removal Date: 05 / 17 / 02       Payment Due Date: 05 / 17 / 02
Sale Amount: *************        Actual Prop Payment Date: __  __  ____
 GSA Fee Amount: _____   Actual Prop Removal Date: __  __  ____
Sale Contract No: _____
                            More Lots (Y/N): _

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV      CNCL                  CLEAR           EXIT
```

INPUT DATA

• Sale Date   input format = **MM/DD/YYYY**

- Approved By
  (Sale Contracting Officer)

- Date Bid Awarded   input format = **MM/DD/YYYY**

- Bidder No   mandatory only for NASA Local
                                            Sale

- Name Last   input value = last name and Sr.,
          Jr., etc.

- First

- MI

- Company Name

- Address

- City

- State

- Zip

- Phone

- Sale Amount

- GSA Fee Amount

- Actual Prop Payment Date   input format = **MM/DD/YYYY**

- Actual Prop Removal Date   input format = **MM/DD/YYYY**

- Sale Contract No

- More Lots   input value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered/changed data in accordance with the Data Dictionary
  from left to right and top to bottom and displays appropriate error and warning messages

with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

• If a **Y** is entered at the More Lots field, the system displays a pop-up window (ND4930MB) and allows the user to enter Additional Lots and associated award information to the same Awardee.

```
                    NASA  PROPERTY  DISPOSAL  MANAGEMENT  SYSTEM      05/17/02
ND4930MA  /  ND4930PA               SALE  AWARD  PROCESS             08:38:54
                                      SA                             MSKKF
+-------------------------------------------------------------------+
!                                                                   !
!   ND4930MB                                                        !
!  Lot No   Sale Amount    Actual Pymt Dt  Actual Remvl Dt  GSA Fee Amount  !
!  ------  --------------   --------------  ---------------  --------------  !
!   ____   _____    __ __ ____    __ __ ____    _____   !
!   ____   _____    __ __ ____    __ __ ____    _____   !
!   ____   _____    __ __ ____    __ __ ____    _____   !
!   ____   _____    __ __ ____    __ __ ____    _____   !
!   ____   _____    __ __ ____    __ __ ____    _____   !
!   ____   _____    __ __ ____    __ __ ____    _____   !
!   ____   _____    __ __ ____    __ __ ____    _____   !
!                   Please Enter 'C' to Cancel: _                   !
!                                                                   !
!                                                                   !
!                                                                   !
!                                                                   !
!                                                                   !
+-------------------------------------------------------------------+
```

INPUT DATA

• Lot No

• Sale Amount

- Actual Payment Date   input format = **MM/DD/YYYY**

- **GSA Fee Amount**

- Actual Removal Date   input format = **MM/DD/YYYY**

• Enter 'C' to Cancel   input value = **C** or **blank**

• Press **<Enter>**.

• If a **Y** is displayed at the More field, the system re-displays the same pop-up window (ND4930MB) and the user may enter Additional Lots and associated award information to the same Awardee.

- If an **N** is displayed in the More field, NPDMS then returns to the SALE AWARD PROCESS screen (ND4930MA) and displays the message *'N3 Lots Successfully Awarded (With N Case(s))'.*

- If an **N** is entered in the More field on the SALE AWARD PROCESS (ND4930MA) screen, NPDMS then returns to the SALES PROCESS MENU screen (ND4900MA).

- NPDMS Case and Transaction Files are updated when the Actual Prop Removal Date is entered. A X00 Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. A T14 or T15 Transaction is generated. When the Actual Prop Removal Date is not entered, the NPDMS Freeze (F00) Transaction record is updated with the awardee information.

4.8.5.4 Sealed Bids (Local Sale Only)

This process allows the user to perform the associated functions by either NASA or its Agents for Sealed Bids. Use Sections 4.8.5.1 to add a new Sale, add a new Lot to an existing Sale, or add additional Cases to an existing Sale; use 4.8.5.2 to change a Sale, remove a Lot from a Sale, remove Case Numbers from a Lot, or change Case Number quantities.

4.8.5.4.1 Enter Sealed Bids (Local Sale Only)

This process allows the entry of Sealed Bids submitted by an individual, organization, or company, against Property Lots within a specific Sale Number of Property. These are Property Lots offered during a Local Sale, where the Property Sale Method identifier is '1' (Sealed Bids).

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **3** at Enter Selection and Sale No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data (Lot Number for the specified Sale Number) on the ENTER SEALED BIDS PROCESS (ND4940MA) (Local Sale Only) screen, and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4940MA / ND4940PA    ENTER SEALED BIDS PROCESS (Local Sale Only)  08:25:42
                                   SA                              MSXXX
Sale No of Prop: 80410120010023    Sale Date: 03  01  2001

Bidder No: **********  Name Last: _____  First: _____  MI: _
Company Name: _____
     Address: *****************************
              _____
        City: ********************    State: **   Zip: ***** ____
       Phone: ( ___ ) ___ - ____

Enter Bid Amounts for following the Lot(s) for this Bidder:
  0001 _____    0002 _____         _____
       _____         _____         _____
       _____         _____         _____
       _____         _____         _____
       _____         _____         _____
       _____         _____         _____  More Lots: N

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
           HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR        EXIT
```

INPUT DATA

- Bidder No

- Name Last   input value = last name is and Sr.,
                                               Jr., etc., mandatory if Company
       Name not entered

- First

- MI

- Company Name   input value = company name is
                                               mandatory if Last Name not
       entered

- Address

- City

- State

- Zip

- Phone

- Lot No of Prop (displayed by the system)

- Bid Amounts

NOTE: The user enters bid amounts for only those lots for which the bidder has placed a bid.

- More Lots (displayed by the system)   value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- Upon verification of data entered, the system stores the bidder information for each lot for which a bid amount is entered.

- If **Y** is displayed by the system in the More Lots field and the user presses Enter, the system scrolls forward displaying additional Lots for the Sale. The user can then enter Bid Amounts.

- If **N** is displayed by the system in the More Lots field and the user presses Enter, the system re-displays the (ND4940MA) Enter Sealed Bids Process (Local Sale Only) screen with the message: *'Sealed Bids for N Lot(s) Added for Bidder A10'.* The user presses **<Enter>** again to get out of this process.

4.8.5.4.2 Remove Bidder From Lot

This process allows the user to Remove the Bidder from the Lot due to a data entry error or the Bidder withdraws an entered bid.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection, Sale No of Prop and Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen, and places the cursor at the first input field.

```
               NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
ND4940MB /ND4940PA    CHANGE SEALED BIDS PROCESS (Local Sale Only)  08:35:33
                                                                 MSXXX

Sale No of Prop:              Lot No of Prop:       Sale Date:    /   /
Select (using 'C') the Bidder(s) you wish to Change.
Select (using 'D') the Bidder(s) you wish to Delete.
Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.
    Bidder No        Bidder Name              Bid Amount
    ----------  ------------------------------  -------------
 _
 _
 _
 _
 _
 _
 _
 _
 _
 _                                               More Bidders:
Navigation: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

INPUT DATA

- Select the bidder(s) you wish to change   input value = **D** or **W**

- More Bidders (displayed by the system)   input value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If More Bidders equals **Y**, the system scrolls forward, displaying additional Bidder Nos.

- If More Bidders equals **N**, the system displays the pop-up window (ND4940MD) to confirm the removal of the bidder from the lot.

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM            03/01/01
ND4940MB /ND4940PB    CHANGE SEALED BIDS PROCESS (Local Sale Only)   08:36:27
                                                                 MSXXX

Sale No of Prop:              Lot No of Prop:       Sale Date:   /   /
Select (using 'C') the Bidder(s) you wish to Change.
Select (using 'D') the Bidder(s) you wish to Delete.
Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.
    Bidder No       Bidder Name              Bid Amount
   ----------  ------------------------------  -------------
 _
 _             ┌───────────────────────────────────────────────────┐
               │           ND4940MD                                │
 _             │                 Bidder No:                        │
               │      Please enter 'Y' to Confirm Delete/Withdrawal or │
 _             │               'C' to Cancel: _                    │
 _             │                                                   │
 _             │                                                   │
 _             └───────────────────────────────────────────────────┘
 _
 _
 _                                                       More Bidders:
Navigation: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

INPUT DATA

- Confirm Delete/Withdrawal or Cancel   input values = **Y** or **C**

- Press **<Enter>**.

- If **C** is entered, the system re-displays the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen.

- If **Y** is entered, the CHANGE SEALED BIDS PROCESS (ND4940MB) screen displays with the message *'Change Sealed Bids Process Ended Successfully'*. The system updates the bidder record for the lot with the appropriate delete/withdrawal code. To exit to the SALES PROCESS MENU (ND4900MA) press PF17 Key.

4.8.5.4.3 Change Bidder Information

This process allows the user to update Bidder Information for Sealed Bids Sales.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection, Sale No of Prop, and Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen, and places the cursor at the first input field.

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4940MB / ND4940PA     CHANGE SEALED BIDS PROCESS (Local Sale Only)  08:38:23
                                                             MSXXX

Sale No of Prop:              Lot No of Prop:       Sale Date:   /   /
Select (using 'C') the Bidder(s) you wish to Change.
Select (using 'D') the Bidder(s) you wish to Delete.
Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.
    Bidder No        Bidder Name              Bid Amount
    ----------  ------------------------------  -------------

 _
 _
 _
 _
 _
 _
 _
 _
 _
 _                                                      More Bidders:
Navigation: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

INPUT DATA

- Select the Bidder(s) you wish to Change   input value = **C**

- More Bidders (displayed by the system)   value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If More Bidders equals **Y**, the system scrolls forward, displaying additional Bidder Nos.

- If More Bidders equals **N**, the system displays the CHANGE SEALED BIDS PROCESS - 2 (ND4940MC).

```
               NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM            03/01/01
ND4940MC /ND4940PC            CHANGED SEALED BIDS PROCESS (Local Sale Only)   08:38:25
                                                                       MSXXX

Sale No of Prop:              Lot No of Prop:          Sale Date:03/01/2001

   Bidder No: NASA
                   Last Name: XXXXX            First: XXXXX              MI:X
Company Name:
     Address: Redstone  Arsenal

       City: Huntsville     State: Al              Zip:35812
      Phone:  (XXX)XXX-5555


Bid Amount:                        Bid Modification Amount
Modification Amount Explanation


Navigation:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Mset Exit Test Edit --    -    +    Split <    >    Let
```

INPUT DATA

- Name Last   input value = last name and Sr.,
       Jr., etc.

- First

- MI

- Company Name

- Address

- City

- State

- Zip Code

- Phone

- Bid Amount

NOTE: If the bid amount field is displayed with data, then this field is protected. any change to the bid amount must be entered at the bid modification amount field with an explanation for the change.

- Bid Modification Amount

- Modification Amount Explanation

- Press **<Enter>**.

- The system displays the CHANGED SEALED BIDS PROCESS - 2 (ND4940MC) with the message *'Change Sealed Bids Process Ended Successfully'*. Press **<Enter>** to return to the CHANGE SEALED BIDS PROCESS (ND4940MB), which displays the message *'Press 'Enter' To continue'*. If the user presses **<Enter>** the system displays the SALES PROCESS MENU (ND4900MA).

4.8.5.4.4 Change Bid Amounts

This Sealed Bids process allows the user to enter additional bid amounts for Lots within a Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection and Sale No of Prop.

- Press **<Enter>**. NPDMS displays the pop-up window (ND4900MB) and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4900MA / ND4900PA            SALES PROCESS MENU                 08:56:11
                                      SA                          MSXXX
    ND4900MB
      Please enter Bidder No:.
                 or 'C' to Cancel:

                  1  Add - Sale
                  2  Change - Sale
                  3  Enter Sealed Bids (Local Sale Only)
                  4  Change Sealed Bids (Local Sale Only)
                  5  Add - Awardee
                  6  Change - Awardee (Sealed Bid Local Sale)
                  7  Close Lot (Sealed Bid Local Sale)
                  8  Single Case Sale
                  9  Cancel/Reschedule - Sale
                 10  Reversal - Sale

         Enter Selection:  __   Select Selling Agent:  LOCAL _   GSA _

    Contract Prop Removal Date:  __ __ ____     Payment Due Date:  __ __ ____
              Sale No of Prop:  _____    Lot No of Prop:  ____
              Prop Case No:  804101 _____        Item Id:  __
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR           EXIT
```

INPUT DATA

- Please Enter Bidder No or
  'C' to Cancel   input value = **A10** or **C**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left
  to right and top to bottom and displays appropriate error and warning messages with the
  cursor placed at the first field in error. There is no further processing, until all errors are
  corrected.

- If the Bidder No is valid, the system displays the CHANGE SEALED BIDS PROCESS
  (ND4940MA) screen.

```
            NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM              03/01/01
ND4940MA / ND4940PC  CHANGE SEALED BIDS PROCESS (Local Sale Only)   08:56:12
                                                                    MSXXX


Sale No of Prop:                     Sale Date: 03/01/2001

Bidder No: 123          Name Last: XXXXX          First: XXXXX      MI:X
Company Name: MSFC
     Address:  Redstone Arsenal

       City:    Huntsville            State: Al              Zip: 35812
      Phone: XXX-XXX-5555

Enter Bid Amounts for following the Lot(s) for this Bidder:
       _____        _____          _____
       _____        _____          _____
       _____        _____          _____
       _____        _____          _____
       _____        _____          _____
       _____        _____          _____



More Lots: ___

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
           LOPF                      PGUP  PGDN                    EXIT
```

INPUT DATA

- Enter Bid Amounts for this Bidder

- Press **<Enter>**.

- The system displays the CHANGE SEALED BIDS PROCESS (ND4940MB) with the message *'Sealed Bids For N Lot(s) Added For Bidder A10'.* Press **<Enter>** to return to the SALES PROCESS MENU (ND4900MA).

4.8.5.4.5 Add Awardee Process

This process allows the user to record the Awardee data for adding an Awardee to property lots that are to be sold by either NASA or its Agent for Sealed Bids sales.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **5** at Enter Selection, Sale No of Prop, and Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the ADD AWARDEE PROCESS SCREEN 2 (ND4950MB), and places the cursor at the first input field.

```
                       NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4950MB / ND4950PB          ADD AWARDEE PROCESS SCREEN 2            18:51:56
                                        SA                          MSXXX
Sale No of Prop: 80410120010021             Sale Date: 03  03  2001
 Lot No of Prop: 0001              Date Bid Awarded: **  **  ****
Choice     Bidder No        Bidder Name                   Bid Amount
------     ----------     -------------------------------  --------------
   _       NASA           XXXXXXXXXXX    X                     2500.00
   _
   _
   _
   _
   _
   _
   _
   _
   _

Next Lot: ____                               More Bidders: N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL                  CLEAR             EXIT
```

    INPUT DATA

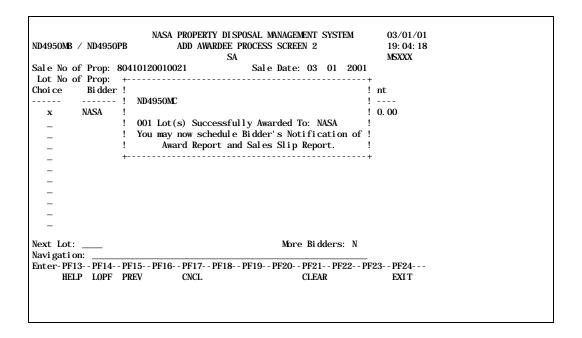- Date Bid Awarded   input format = **MM/DD/YYYY**

- Choice   input value = **X**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- The system displays a pop-up window (ND4950MC) to inform the user that lots are successfully awarded to bidders.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4950MB / ND4950PB          ADD AWARDEE PROCESS SCREEN 2         19:04:18
                                    SA                            MSXXX
Sale No of Prop: 80410120010021            Sale Date: 03  01  2001
 Lot No of Prop:  +--------------------------------------------+
Choice    Bidder !                                              ! nt
------    ------ !  ND4950MC                                    ! ----
   x      NASA   !                                              ! 0.00
   _             !  001 Lot(s) Successfully Awarded To: NASA    !
   _             !  You may now schedule Bidder's Notification of !
   _             !      Award Report and Sales Slip Report.      !
   _             +--------------------------------------------+
   _
   _
   _
   _
   _
   _
Next Lot: ____                              More Bidders: N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR           EXIT
```

INPUT DATA

- Press **<Enter>**. The system re-displays ADD AWARDEE PROCESS SCREEN 2 (ND4950MB) for entry of the Next Lot.

- The NPDMS Bidder and Transaction Files are updated.

- If the Next Lot field is not entered, the Add Awardee Process returns to the SALES PROCESS MENU screen (ND4900MA).

- If the Next Lot field is populated, the (ND4950MB) screen is re-displayed with the entered lot information and the processing continues as above.

4.8.5.4.6 Change Awardee Process

This process allows the user to update Awardee data for property lots that are sold by NASA or its Agent for Sealed Bids sales.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **6** at Enter Selection and Sale No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE AWARDEE PROCESS screen (ND4950MA), and places the cursor at the first input field.

```
                    NASA  PROPERTY  DISPOSAL  MANAGEMENT  SYSTEM      03/01/01
ND4950MA / ND4950PA              CHANGE  AWARDEE  PROCESS            19:06:39
                                        SA                          MSXXX

Sale No of Prop: 80410120010021           Sale Date: 03  01  2001

Select (using 'X') the Lot that has been Awarded.

  _  0001          _            _            _            _
  _               _            _            _            _
  _               _            _            _            _
  _               _            _            _            _
  _               _            _            _            _
  _               _            _            _            _
  _               _            _            _            _
  _               _            _            _            _

                                                        More Lots:


Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR        EXIT
```

INPUT DATA

- Select Lot to be Awarded

- More Lots   input value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If a **Y** is entered at the More Lots field, the user may view additional lots for selection.

The system displays the CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) to allow the user to select a Bidder for an award.

```
                    NASA  PROPERTY  DISPOSAL  MANAGEMENT  SYSTEM        03/01/01
ND4950MB / ND4950PB           CHANGE  AWARDEE  PROCESS  SCREEN  2        19:08:11
                                     SA                                  MSXXX
Sale No of Prop:  80410120010021            Sale Date:  03   01   2001
 Lot No of Prop:  0001              Date Bid Awarded:  03   01   2001
Choice     Bidder No         Bidder Name                  Bid Amount
------     ----------     ------------------------------  --------------
   *       NASA           XXXXXXXXXXX    X                     2500.00
   _
   _
   _
   _
   _
   _
   _
   _
   _

Next Lot:  ____    Reprint Sales Slip Report:  _    More Bidders:  N
Navigation:  _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                 CLEAR             EXIT
```

INPUT DATA

- Date Bid Awarded   input format = **MM/DD/YYYY**

- Choice input value = **X**

- Next Lot

- Reprint Sales Slip Report   input value = **Y** or **blank**

- More Bidders   input value = **Y** or **N**

- Press **<Enter>**.

- If a **Y** is entered at the More Bidders field, the user may view Additional Bidders for selection.

- The system displays a pop-up window (ND4950MC) to inform the user that Lots are successfully awarded to Bidders.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4950MB / ND4950PB        CHANGE AWARDEE PROCESS SCREEN 2          19:08:11
                                      SA                            MSXXX
Sale No of Prop: 80410120010021          Sale Date: 03  01  2001
 Lot No of Prop:  +-------------------------------------------------+
Choice    Bidder !                                                  ! nt
------    ------ !  ND4950MC                                        ! ----
    *      NASA  !                                                  ! 0.00
    _             !  001 Lot(s) Successfully Awarded To: NASA       !
    _             !  You may now schedule Bidder's Notification of  !
    _             !      Award Report and Sales Slip Report.        !
    _             +-------------------------------------------------+
    _
    _
    _
    _
    _
    _

Next Lot: ____     Reprint Sales Slip Report: _    More Bidders: N
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                  CLEAR              EXIT
```

INPUT DATA

- Press **<Enter>**. The system re-displays CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) for entry of the Next Lot.

- The NPDMS Bidder and Transaction Files are updated.

- If the Next Lot field is not entered, the system returns to the SALES PROCESS MENU screen (ND4900MA).

- If the Next Lot field is populated, the CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) re-displays, which shows the previously entered lot information. Processing then continues as stated above.

4.8.5.4.7 Close Lot Process (Sealed Bid)

This process allows the user to close a specific Property Lot that is sold by sealed bid during a local sale and is conducted by NASA or its Agents.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas

with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

The Lot is closed after payment is received and property is removed by awardee.

- From the SALES PROCESS MENU (ND4900MA), type **7** at Enter Selection, Sale No of Prop and Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the CLOSE LOT PROCESS screen (ND4960MA), and places the cursor at the first input field.

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
 ND4960MA / ND4960PA              CLOSE LOT PROCESS           09:16:31
                                                                    MSXXX

Sale No of Prop:              Lot No of Prop:      Sale Date: 03  01  2001
Approved by (Sale Contracting Officer): ****************************
Date Bid Awarded: 03  01  2001
Bidder No: 123            Last Name: XXXXX            First: XXXXX    MI: X
Company Name: MSFC
     Address:  Redstone Arsenal

     City:                    State:       Zip:
     Phone: (XXX) XXX - XXXX
Contract Prop Removal Date:   03/01/2001          Payment Due Date:    /   /
Sale Amount:                          Actual Prop Payment Date: __  __  ____
Actual Prop Removal Date: __  __  ____
Sale Contract No: _____       Sale Receipt Doc No:

                            More Lots (Y/N): _

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24
```

INPUT DATA

- Sale Date   input format = **MM/DD/YYYY**

- Approved By
   (Sale Contracting Officer)

- Date Bid Awarded   input format = **MM/DD/YYYY**

- Bidder No

- Name Last   input value = last name and Sr.,
    Jr., etc.

- First

- MI

- Company Name

- Address

- City

- State

- Zip

- Phone

- Sale Amount

- Actual Prop Payment Date   input format = **MM/DD/YYYY**

- Actual Prop Removal Date   input format = **MM/DD/YYYY**

- Sale Contract No

- Press **<Enter>**.

- The system verifies all user entered/changed data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- The system re-displays the CLOSE LOT PROCESS screen (ND4960MA) with the message *'N Lots Successfully Closed to Bidder A10'.* The More Lots field may now be filled.

- More Lots   input value = **Y** or **N**

- Press **<Enter>**.

If a **Y** is entered at the More Lots field, the system displays a pop-up window (ND4930MB) and allows the user to enter Additional Lots and associated award information to the same Awardee.

```
                  NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM         03/01/01
ND4960MA / ND4960PA              CLOSE LOT PROCESS                 09:16:35
                                                                  MSXXX

Sale No of Prop:              Lot No of Prop:       Sale Date: 03  01 2001
Approved by (Sale Contracting Officer): *****************************
Date Bid Awarded: 03  01  2001
Bidder No: 123          Last Name: XXXXX              First: XXXXX     MI: X
Comp        ┌─ND4930MB────────────────────────────────────────────────────┐
            │ Lot No   Sale Amount    Actual Payment Date  Actual Removal Date │
            │ ------  -------------   -------------------  ------------------- │
            │  ____       __/__/__          __/__/__                __/__/__ │
            │  ____       __/__/__          __/__/__                __/__/__ │
            │  ____       __/__/__          __/__/__                __/__/__ │
            │  ____       __/__/__          __/__/__                __/__/__ │
            │  ____       __/__/__          __/__/__                __/__/__ │
            │  ____       __/__/__          __/__/__                __/__/__ │
            │  ____       __/__/__          __/__/__                __/__/__ │
            │      Please Enter 'C' to Cancel:                              │
 Navigation:└──────────────────────────────────────────────────────────────┘
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24
```

INPUT DATA

- Lot No

- Actual Payment Date   input format = **MM/DD/YYYY**

- Actual Removal Date   input format = **MM/DD/YYYY**

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**. NPDMS then re-displays the CLOSE LOT PROCESS screen (ND4960MA)

- If a **Y** is entered at the More field, the system re-displays the same pop-up window (ND4930MB) and the user may enter Additional Lots and associated award information to the same Awardee.

- If an **N** is entered in the More field, NPDMS then returns to the SALES PROCESS MENU (ND4900MA).

- NPDMS Case and Transaction Files are updated when the Actual Prop Removal Date is entered. A X00 Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. A T14 Transaction is generated. When the Actual Prop Removal Date is not entered, the NPDMS Freeze (F00) Transaction record is updated with the awardee information.

NOTE: The system verifies that the following fields are populated: actual prop payment date, sale amount, sale date, and approved by (sale contracting officer).

NOTE: The user may perform the close lot process in two steps as follows:

- In the first step, the user may not wish to the enter Actual Prop Removal Date, this updates the Freeze Transaction (F00) records in the Transaction File.

- In the second step, the user must enter Actual Prop Removal Date. This creates a Final Disposition Transaction (T14) record.

4.8.5.5 Reversal Sale Process

This process allows the user to reverse a Sale of a specific property lot that was sold. It allows the user to correct an erroneous closing of a lot (e.g., caused by a data entry error).

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **10** at Enter Selection, Sale No of Prop and Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the REVERSAL SALE PROCESS screen (ND4980MA), and places the cursor at the first input field.

```
            NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4980MA / ND4980PA          REVERSAL SALE PROCESS         10:09:56
                                                           MSXXX

Sale No of Prop:            Lot No of Prop:      Sale Date:    /   /
Approved by (Sale Contracting Officer):
Property Case Numbers, Item Ids, & Qty for this Lot (FEDSTRIP):

 Case   #Id Sale        Case   #Id Sale        Case   #Id Sale
            Qty                    Qty                    Qty




Sale Method:    (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Adj Desc: ******************************************************** More: _
                  Please Enter 'P' to Process or 'C' to Cancel: *
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
```

INPUT DATA

- Adj Desc

- More   input value = **Y** or **blank**

- Please Enter 'P' to Process or
  'C' to Cancel   input value = **P** or **C**

- Press **<Enter>**.

- The system verifies all user entered/changed data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If a **Y** is entered in the More field, the system displays a pop-up window (ND4970MB) to allow the user to enter additional Adjustment Description.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4980MA / ND4980PA              REVERSAL SALE PROCESS              10:09:56
                                                                   MSXXX

Sale No of Prop:            Lot No of Prop:        Sale Date:    /   /
Approved by (Sale Contracting Officer):
Property Case Numbers, Item Ids, & Qty for this Lot (FEDSTRIP):

   Case    #     ND4970MB

                 Sale Adjustments have been made.
                 Description of Adjustments is required.


               *********************************************************
               _____

               _____

               _____


                        Enter 'C' to Cancel: __

              Please Enter 'P' to Process or 'C' to Cancel: *
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
```

INPUT DATA

- Adjustment Description

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**.

- If a blank is entered in the Enter **C** to Cancel field, the system then returns to the SALES PROCESS MENU screen (ND4900MA) and displays the message *'Lots Successfully Reversed'*.

- If a **C** is entered to Cancel, the system returns to the SALES PROCESS MENU (ND4900MA) and displays the message *'Activity Canceled By User - No Action Taken'*.

- If a 'P' is entered on the REVERSAL SALE PROCESS screen (ND4980MA) to process the NPDMS Bidder, the Case and Transaction Files are updated. A reversal transaction 'RTnn' is recorded where 'Tnn' equals '14' or '15' in the NPDMS Transaction File.

4.8.5.6 Cancel/Reschedule Sale Process

This process allows the user to cancel/reschedule a Sale and to change property lots that are to be sold by either NASA or its Agent or GSA from one Property Sale Date to a New Property Sale Date.

For GSA conducted sales, the user must enter a new Sale Number and new Lot Number at the appropriate places on the screen. For NASA conducted sales, the system generates a new Sale

Number of Property and new Lot Number of Property at the appropriate places on the screen. In both cases, the user must enter a new Property Sale Date.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **9** at Enter Selection and enter Sale No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the CANCEL SALE PROCESS screen (ND4970MA), and places the cursor at the first input field.

```
                    NASA  PROPERTY  DISPOSAL  MANAGEMENT  SYSTEM        03/01/01
ND4970MA / ND4970PA            CANCEL/RESCHEDULE  SALE  PROCESS         10:15:25
                                       SA                              MSXXX

Sale No of Prop: 80410120010021              Sale Date: 03  01  2001
    New Sale No:
Select (using 'X') the Lot(s) you wish to Change.
    Lot No  New Lot No       Lot No  New Lot No       Lot No  New Lot No
    ------  ----------       ------  ----------       ------  ----------
  _   0001







                                                            More Lots:

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL                      CLEAR        EXIT
```

INPUT DATA

- New Sale No (only for GSA Sale)

- Sale Date   input format = **MM/DD/YYYY**

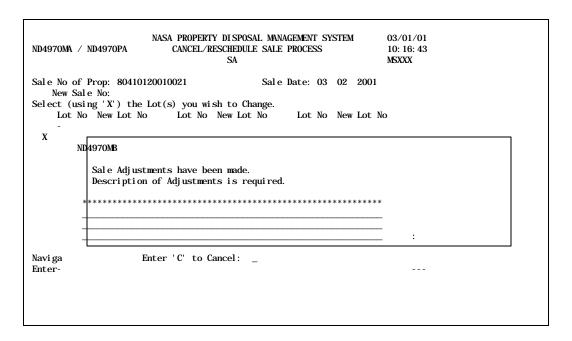- Select Lot to Change   input value = **X**

- New Lot No (only for GSA Sale)

- More Lots   input value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered/changed data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If a **Y** is entered at the More Lots field, the user may enter Additional Cancel Lots.

- The system displays a pop-up window (ND4970MB) to allow the user to enter an Adjustment Description.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4970MA / ND4970PA          CANCEL/RESCHEDULE SALE PROCESS        10:16:43
                                      SA                           MSXXX

Sale No of Prop: 80410120010021              Sale Date: 03  02  2001
    New Sale No:
Select (using 'X') the Lot(s) you wish to Change.
    Lot No  New Lot No      Lot No  New Lot No      Lot No  New Lot No
     -
   X
         ND4970MB

           Sale Adjustments have been made.
           Description of Adjustments is required.

           *********************************************************
           _____
           _____
           _____
           _____            :

Naviga                 Enter 'C' to Cancel:  _
Enter-                                                        ---
```

INPUT DATA

- Description of Adjustments

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**.

- If a **C** is entered to Cancel, the system returns to the SALES PROCESS MENU (ND4900MA) and displays the message *'Activity Canceled by user - No Action Taken'.*

The system displays the CHANGE SALE PROCESS screen (ND4910MA).

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND4910MA / ND4920PC              CHANGE SALE PROCESS             10:28:03
                                                                 MSXXX

Sale No of Prop: 80410120010026  Lot No of Prop: 0001   Sale Date: 03 02 2001
Approved by (Sale Contracting Officer): _____
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #  Id Avail  Sale      Case #  Id Avail  Sale      Case #  Id Avail  Sale
            Qty    Qty                  Qty    Qty                  Qty    Qty
 5306S029 01 1     1____     _____ __        ____     _____ __        ____
 _____ __        ____     _____ __        ____     _____ __        ____
 _____ __        ____     _____ __        ____     _____ __        ____
 _____ __        ____     _____ __        ____     _____ __        ____
 _____ __        ____     _____ __        ____     _____ __        ____
 _____ __        ____     _____ __        ____     _____ __        ____
 _____ __        ____     _____ __        ____     _____ __        ____


Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 500.00          Upset Price: 300.00_____      More Cases: N

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR              EXIT
```

INPUT DATA

- Sale Qty

- More Cases   input value = **Y** or **N**

- Press **<Enter>**.

- The system calculates the Total Acq Cost and re-displays the CHANGE SALE PROCESS screen (ND4910MA).

- For each case number quantity changed, the system updates the applicable frozen transaction record with the modified quantity.

- If the user enters a **Y** in the Add More Cases field, the system scrolls forward, displaying additional case numbers, if they exist.

- If the user enters a **N** in the Add More Cases field, the user is returned to the CANCEL SALE PROCESS screen (ND4970MA) with the message *'Lots Successfully Canceled'.* Press **<Enter>** to return to SALES PROCESS MENU (ND4900MA).

- The NPDMS Bidder, Case and Transaction Files are updated. The sales and lot numbers are generated for NASA conducted sale.

4.8.5.7 Single Case Sale Process - GSA

This process allows the user to record a Single Case Sale of property that is sold by GSA.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **8** at Enter Selection, Sale No Of Prop, Lot No Of Prop, and Prop Case No. A new sale and lot must be entered with a single case to use this process.

- Press **<Enter>**. NPDMS displays the appropriate data on the SINGLE CASE SALE - SOLD BY GSA (T15) screen (ND5115MA), and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        05/17/02
ND5115MA / ND5115PA                    SOLD BY GSA (T15)            08:45:21
                                          SA                        MSKKF

Prop Case No: 804101 2137S054          Item Id: 01          Current Qty: 1
Local Ref No:                          Turn-In Doc No:
Item Name/Desc: PRINTER                            /
Qty Sold: *****                        Actual Prop Removal Date: __ __ ____
======================== PURCHASER'S INFORMATION ========================
Company Name: _____
    Address: *****************************
             _____
        City: ********************       State: **     Zip: ***** ____
    Province: _____       Country: _____
Requestor Name: _____       Phone: ( ___ ) ___ - ____
Sale No: GSA156           Sale Lot No: 0001     Sale Date: ** ** ****
Approved By (Contracting Officer): *****************************
Sale Contract No: _____               Proceeds: $ _____
Contract Prop Removal Date: __ __ ____          GSA Fee Amount: $ _____

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
        HELP  LOPF  PREV  RVW   CNCL                              EXIT
```

INPUT DATA

- Qty Sold

- Actual Prop Removal Date   input format = **MM/DD/YYYY**

- Company Name

- Address

- City

- State

- Zip

- Requestor Name

- Phone

- Sale No

- Sale Lot No

- Sale Date   input format = **MM/DD/YYYY**

- Approved By
  (Sale Contracting Officer)

- Sale Contract No

- Proceeds

- Contract Prop Removal Date   input format = **MM/DD/YYYY**

- GSA Fee Amount

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- The NPDMS Case and Transaction Files are updated.

- The SINGLE CASE SALE - SOLD BY GSA (T15) screen (ND5115MA) is re-displayed with the message *'Entry Reference Number is: N9'*. To return to the SALES PROCESS MENU, press **PF17**.